

# Student Employment Job Description

**JOB TITLE:** Knox County Career Center Preschool Teacher Assistant

**DEPARTMENT:** Preschool

**REPORTS TO:** Preschool Director

**REQUIREMENTS:**

- **Education/Training:** High School Diploma
  
- **Experience/Background/Knowledge:**
  
- **Skills:** Interaction with preschool children
  
- **Attire on the Job:** MVNU Dress Standard as stated in the Student Handbook
  
- **Expectations:** Follow Ohio Job and Family Services Rules and Regulations
  
- **Special Requirements:**

**DUTIES** (include but not limited to):

- Assisting teacher with classroom preparation
- Assisting teacher with classroom projects
- Clean up (putting toys on shelves and cleaning up spills)
- Preparing Snacks

**NORMAL WORKING HOURS and DAYS:** Monday through Friday 8:00 AM – 4:30 PM

*Return Completed Forms to Human Resources*